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JAC Recruitment Thailand

PR/117984 | ASSISTANT PURCHASING MANAGER

Job Information

Recruiter

JAC Recruitment Thailand

Job ID

1556825

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

Thailand

Salary

Negotiable, based on experience

Refreshed

September 16th, 2025 09:01

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION: ASSISTANT PURCHASING MANAGER

BUSINESS: MANUFACTURING

LOCATION: PATHUMTHANI

SALARY: 50,000 – 65,000 THB

Job Summary

The Assistant Purchasing Manager is responsible for overseeing all purchasing activities, from sourcing raw materials to negotiating with suppliers. This role is crucial for ensuring cost-effective procurement, maintaining high-quality standards, and securing a reliable supply chain for all materials. The ideal candidate will have extensive experience in the industry, strong negotiation skills, and a strategic mindset.

Key Responsibilities

- Identify and evaluate potential suppliers for a wide range of materials. Conduct regular audits and performance reviews to maintain a strong and reliable supplier network.
- Lead negotiations with suppliers to secure the best possible pricing, payment terms, and delivery schedules. Implement strategies to reduce procurement costs without compromising on quality or efficiency.
- Develop and execute long-term procurement strategies that align with the company's business goals and production forecasts. Stay updated on market trends, material costs, and new technologies to inform purchasing decisions.
- Collaborate with the production and logistics teams to manage inventory levels, ensuring a steady supply of materials while minimizing storage costs and waste.
- Work closely with the Quality Control department to ensure all procured materials meet strict quality specifications and industry standards. Address any quality issues or non-conformances with suppliers promptly.
- Ensure all procurement activities comply with company policies, legal regulations, and ethical standards. Identify and

mitigate potential risks in the supply chain, such as material shortages or price volatility.

Requirements and Qualifications

- Bachelor's degree in Supply Chain Management, Business Administration, or a related field.
- At least 10 years of experience in procurement or a senior purchasing role, with a significant portion of that time in manufacturing industry.
- Proven negotiation skills, strategic thinking, and strong analytical capabilities. Excellent communication and interpersonal skills to build and maintain relationships with suppliers and internal stakeholders.
- Proficiency in English

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Company Description